## Timber Sale Handbook

## CHAPTER 30

## REPORTING PROCEDURES

FORMS LIST BY STAGE OF SALE	Form Number
Proposal to Sell ("A" Notice)	
Newspaper Ad (see sample Appendix A-1) Prospectus (see sample Appendix A-3) Map of Sale Area (see sample Appendix A-9) Timber Sale Notice and Cutting Report	<u>2460-1</u>
Bidding	
Timber Sale Bid Opening of Bids and Timber Sale Award	<u>2400-49</u> 2400-6
Notice of Sale ("B" Notice)	
Cash or Assurance Performance Bond Timber Sale Transaction/Remittance Timber Sale Contract (Copy) Certification of Worker's Compensation (provided by insurance company) Timber Sale Notice and Cutting Report	2400-67 <u>2460-3</u> 2400-5 <u>2460-1</u>
Advance Stumpage Payment	
Timber Sale Transaction/Remittance Timber Sale Ledger Timber Sale Journal	2460-3 2460-6 2460-5
Scaling/Stumpage Payment	
Timber Sale Transaction/Remittance Timber Sale Ledger	2460-3 2460-6
Final Cutting Report	
Timber Sale Close-out Checklist Timber Sale Notice and Cutting Report Timber Sale Ledger Timber Sale Close-Out Transaction Compartment Examination Record	2460-13 <u>2460-1</u> 2460-6 <u>2460-4</u> 2400-26

## NOTICE AND CUTTING REPORT GUIDE

This guide is to be used inpreparing the Timber Sale Notice and Cutting Report (Forms <u>2460-1</u> and 2460-1A). Self-explanatory items have been omitted. The guide is presented in four parts (A-Notice; B-Notice; Partial/Final Cutting Report).

Use Form 2460-1B if more than six species/products are included on the sale.

A Notice (White Portion)
Request for Approval to Sell

State/Cty

<u>Item</u> <u>Region/Basin</u> Use standard two (2) letter abbreviations.

Region:	Abbreviation:
Northeast	NE
Northern	NO
South Central	SC
Southeast	SE
West Central	WC

Basin:	Abbreviation:

Black, Buffalo-Trempealeau	BT
Central Wisconsin	CW
Grant-Platte, Sugar, Pecatonica	GP
Illinois Fox	IF
La Crosse-Bad Axe	LB
Lake Michigan	MI
Lake Superior	LS
Lakeshore	LK
Lower Chippewa	LC
Lower Fox	LF
Lower Rock	LR
Lower Wisconsin	LW
Milwaukee	MW
Mississippi-Lower St. Croix	ML
Root-Pike	RP
Sheboygan	SH
St. Croix	ST
Upper Chippewa	UC
Upper Fox	UF
Upper Green Bay	UG
Upper Rock	UR
Upper Wisconsin	UW
Wolf River	WL

<u>Property Code</u> The four digit numeric code assigned for each property. Refer to the <u>Public Forest Lands</u>

Handbook, Appendix D, for appropriate property code. If no property code is listed in the

Handbook, contact the **Division** of Forestry Data Coordinator, Madison.

County name within which the sale is located.

<u>Tract Number</u> The number assigned to established sale starting with number 1 and running consecutively by

calendar year. Example: 1-01, 2-01, 1-05, etc.